



**CAPITAL
STRATEGIC
SOLUTIONS**



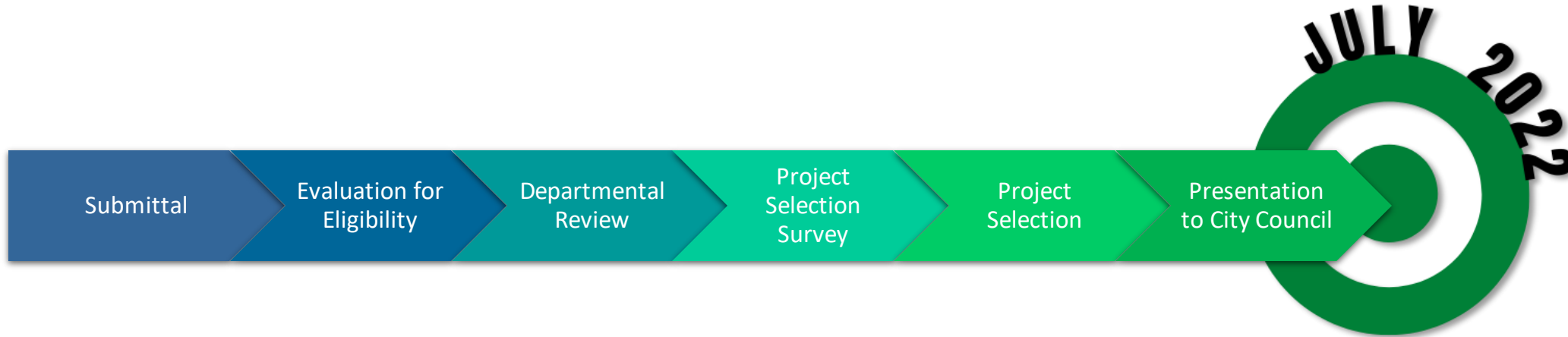
American Rescue Plan Act (ARPA) Funding Phase I Project Submittal Workshop

CITY OF LYNN

May 2022



City of Lynn ARPA Phase I Project Submittal Timeline



- ✓ **Project Submittal Phase for Community Project Suggestions and Non-Profit/Outside Agencies: April 26th – May 31st**
- ✓ **Evaluation for Eligibility & Departmental Review for Feasibility and Cost Estimates: April 26th – Early June**
- ✓ **Project Selection Survey – Mid June**
- ✓ **Project Selection Process – Late June/Early July**
- ✓ **Phase I Presentation to the City Council – July**



City of Lynn ARPA Project Eligibility

- ✓ To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries
- ✓ To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers
- ✓ For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency
- ✓ To make necessary investments in water, sewer, or broadband infrastructure





Community Project Suggestion Forms

Application Form Categories for Community Project Suggestion

✓ Administrative Information:

✓ Contact Information

- ✓ Name
- ✓ Contact Email
- ✓ Primary Phone Number
- ✓ Address

✓ Demographic Information:

- ✓ Age
- ✓ Gender
- ✓ Race/Ethnicity
- ✓ Disability Status
- ✓ Housing Tenure (Housing tenure refers to the financial arrangements under which someone has the right to live in a house or apartment. For example, Homeowner or Renter)

✓ Project Title

✓ Project Category

- ✓ Public Health
- ✓ Negative Economic Impacts
- ✓ Services to Disproportionately Impacted Communities
- ✓ Premium Pay
- ✓ Infrastructure
- ✓ Revenue Replacement
- ✓ Other

✓ Project Description

- ✓ Details
- ✓ Locations
- ✓ Logistics

✓ Anticipated Timeline/Costs (optional)

✓ Option to Upload Files



Non-Government/Non-Profit Projects

Application Form Non-Government/Non-Profit Projects

- | | | |
|--|---|--|
| ✓ Administrative Information | ✓ Brief Explanation of How the Project Qualifies Under the Expenditure Category | ✓ Budget Summary Including all Proposed and Confirmed Funding Sources |
| ✓ Name of Proposed ARPA Project | ✓ Project Benefit to Residents and/or Businesses | ✓ Recurring (ongoing) Costs |
| ✓ Type of Project | ✓ Outcomes or Accomplishments | ✓ Anticipated Cost Savings to the City or the Community beyond 2026 |
| ✓ Estimated Project Timeline | ✓ Project Cost Estimate | ✓ Increase Future Revenues for the City |
| ✓ Project Milestones | ✓ Appropriated or Phased | ✓ Additional Staff Needed for the Project |
| ✓ Project Description (brief) | ✓ Matching Funds (Federal Matched Funds are not Allowed) | ✓ Benefit Residents Disproportionately Impacted by the COVID-19 pandemic |
| ✓ Performance Measure | ✓ Brief Explanation of How the Project Qualifies Under the Expenditure Category | |
| ✓ Identify the Category for Eligible Use | | |
| ✓ Allowable Expenditures | | |



Non-Government/Non-Profit Projects

Application Form Non-Government/Non-Profit Projects		Standard Documentation
<ul style="list-style-type: none"> ✓ Reduce Adverse Climate Impacts and/or Promote Environmental Sustainability ✓ Benefit a Neighborhood, Region of the City, or the City as a Whole ✓ Agency Background/Program Experience ✓ Personnel/Staff Capacity ✓ Financial Capacity ✓ Monitoring 	<ul style="list-style-type: none"> ✓ Audit Requirements ✓ Insurance/Bonding/Worker's Comp. ✓ Populations Served by Organization ✓ How many people served monthly ✓ Minority-owned/Women-owned ✓ Subject to Prior Criminal, Civil or Governmental Violations (Agency or Staff) 	<ul style="list-style-type: none"> ✓ Articles of Incorporation ✓ Organization Bylaws ✓ 501(c)(3) Letter of Tax Determination Status (Active) ✓ List of Board of Directors ✓ Organizational Chart ✓ Signature Authorization Form ✓ Resume of the Chief Fiscal Officer ✓ Resume of Chief Program Administrator ✓ Financial Statement and Audit ✓ IRS 990 Filing ✓ Insurance Binder



Submit a Project Online

lynnarpa.com

(781) 586-6861

Español Portuguese Kreyòl Ayisyen



CITY OF LYNN
COMMONWEALTH OF MASSACHUSETTS
American Rescue Plan Act (ARPA)

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THE OFFICIAL CITY OF LYNN PUBLIC OUTREACH WEBPAGE FOR THE

American Rescue Plan Act (ARPA)

[Propose an ARPA Project](#)

Are you ready to submit a project?





Non-Government/Non-Profit Projects

Questions?

Want Assistance Submitting a Project Proposal or Project Suggestion? Schedule an Appointment with Our Team! Visit: <https://lynnarpa.com/schedule-an-appointment/>